

Date 27 February 1962

*Case File:  
Comptroller*

ACTION MEMORANDUM: Acting Comptroller

Subject : Records Disposal

Reference :

1. The attached Records Disposal Schedule is returned with the request that the disposal dates for Agency financial records and documents be reconsidered. Although it is recognized that certain financial records must be retained for a long period of time, we would hope that disposal schedules could be developed which generally would not be more restrictive than required by the GAO.

2. Our concern here is one of space at the [redacted] For your information there is attached a chart showing the net cumulative holdings at the Records Center. You will note that unless we can make some gains on disposition we will run out of space by July 1965. You are aware of the situation that developed in 1957 when we had to spend \$392,157 to enlarge the Center. The only way we can avoid a recurrence is to step up our disposition and the only way we can step up our disposition is to take advantage of every opportunity available to clear out those records that are not essential and not required to be kept by approved standards.

25X1

3. In view of this situation, we hope you will be able to come up with a more liberal schedule than the one presented. It is also requested that another look be taken at some of the items included on your schedule. For example, Agency Regulations are listed for permanent retention. If these are published Agency Regulations, we would question inclusion of them on your schedule since this office is the Office of Record for Regulations.

SIGNED

[redacted]  
Executive Assistant to the  
Deputy Director (Support)

25X1

Attachments:

Records Disposal Schedule  
Net Cumulative Holdings Chart

SUSPENSE: 31 March 1962

RAO copy

*Case File: Comptroller*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
 Approved For Release 2005/08/16 : CIA-RDP70-00211R00060003-3  
 PRINCE CLASSIFIED ☒ CONFIDENTIAL ☐ SECRET ☐

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	[redacted] O/DDS		
2	7D-24, Headquarters		
3	(The following was transmitted with the original		
4	Memo from Comptroller dtd 12 Apr '62, Subj: Records		
5	Disposal, with attachments: 1) Form 610 From		
6	Controller with routing to: RAO, 60411016 16th St.,		
	Chief, Audit Staff, General Counsel, DDS, Director		
	of Central Intelligence, & Comptroller, and 2)		
	Comptroller ltr dtd 13 Nov '61, Subject: Retention		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks: Financial Documents.)

Bob:

Here is a file that [redacted] gave me  
 sometime ago. As I review it, per [redacted]  
 request, it was intended that he and [redacted]  
 discuss it further. I do not know whether this  
 discussion took place.

I suggest the Auditor, who acts in place of  
 GAO for Unvouchered Funds, should establish dis-  
 posal standards for such funds, just as GAO  
 establishes standards for Vouchered Funds.

604 - 1016 16th St. NW  
 Records Administration Officer  
 6/12/62  
 Approved For Release 2005/08/16 : CIA-RDP70-00211R00060003-3  
 CONFIDENTIAL SECRET

TRANSMITTAL SLIP

28 February 1962

TO

ROOM NO.  
604

BUILDING  
1016-16th Street

REMARKS:

FROM:

ROOM NO.  
2E-30

BUILDING  
Hqs.

EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

TRANSMITTAL SLIP

DATE

4/17

TO

ROOM NO.

BUILDING

REMARKS:

*Pls give me ring after you have reviewed.*

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)